



## **DEPUTY COMMUNITY SERVICES DIRECTOR – LIBRARY SERVICES**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the programs and activities of the Library Services Division.

### **Supervision Received and Exercised:**

Receives direction from the Community Services Director and other city management staff.

Exercises direct supervision over professional, technical and clerical staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Develop, recommend and direct the implementation of division goals and objectives and policies and procedures.
- Direct, oversee and participate in the development of the Library Services Division's work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Prepare and implement the division budget, participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Serve as liaison with History Museum and Library Advisory Board and the Friends of the Tempe Public Library; ensure that the boards are aware of policy and major procedural changes affecting service to the general public.
- Develop and review staff reports related to the division's programs and operation.
- Oversee and participate in the preparation of grant proposals; administer and monitor awarded grants.

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### Deputy Community Services Director – Library Services (continued)

- Respond to all requests for information or services from the general public; respond to and investigate difficult and sensitive inquiries and complaints.
- Select, train, motivate and evaluate personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Coordinate division activities with other City departments and outside agencies, organizations and boards.
- Provide technical assistance to staff, groups, and agencies.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Experience:**

Five years of increasingly responsible experience in professional library administrative work in a comprehensive library operation with at least three years of supervisory responsibility.

#### **Education:**

A Master's degree in Library Science from an American Library Association accredited college or university.

#### **Licenses/Certifications:**

None

#### **Examples of Physical and/or Mental Activities:**

(Pending)

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Deputy Community Services Director – Library Services (continued)

**Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 014**

**Status: Exempt / Unclassified**

*Revised January 1999*

*Revised July 2002 (Range Changed)*

*Revised Dec 2010 (Title change)*

*Revised Dec 2011 (Update MQ's)*

*Revised January 2016 (update Essential Functions, min quals, and title change)*